POWERTRACK TRAINING AND DISCUSSION

2005 TMO TACK-ON

25 APR 05

Mr. Torre Peterson
Mr. Rod Callewaert
LPC-3/IBM

UNCLASSIFIED

Agenda

- PowerTrack
- Auto CONOPS
- Summary Invoice (SI) Certification
- System Helpdesk POC Info
- HQMC Points of Contact

PowerTrack

- Commercial Third Party Freight Payment Tool based on the credit card concept
- Directed for use by MRM#15
- MC sites currently using PowerTrack

–MCB Quantico

–MCB Camp Pendleton

–MCB Camp Lejeune

–MAGTFTC 29 Palms

–MCAS Yuma

–MCAS Beaufort

–MCAS Miramar

–Blount Island Command

–MARFORRES

–MCAF Quantico

–MCB Camp Butler, JA

–MCB Kaneohe Bay, HI

(Pending evaluations of MCAS Iwakuni, MCRD San Diego, and MCRD

Auto CONOPS

- Auto CONOPS (Automated Commercial Transportation Payment and Accounting Process)
  - Embraces latest e-commerce technology
  - Eliminates govt-unique documentation
  - Reduces cost and infrastructure
  - Automates the payment and accounting process by using:
    - Segmented, pre-edited lines of accounting (LOAs)

Auto CONOPS

- Auto CONOPS Goals

  - Increase invoicing efficiency

  - Reduce manual workload throughout the entire process

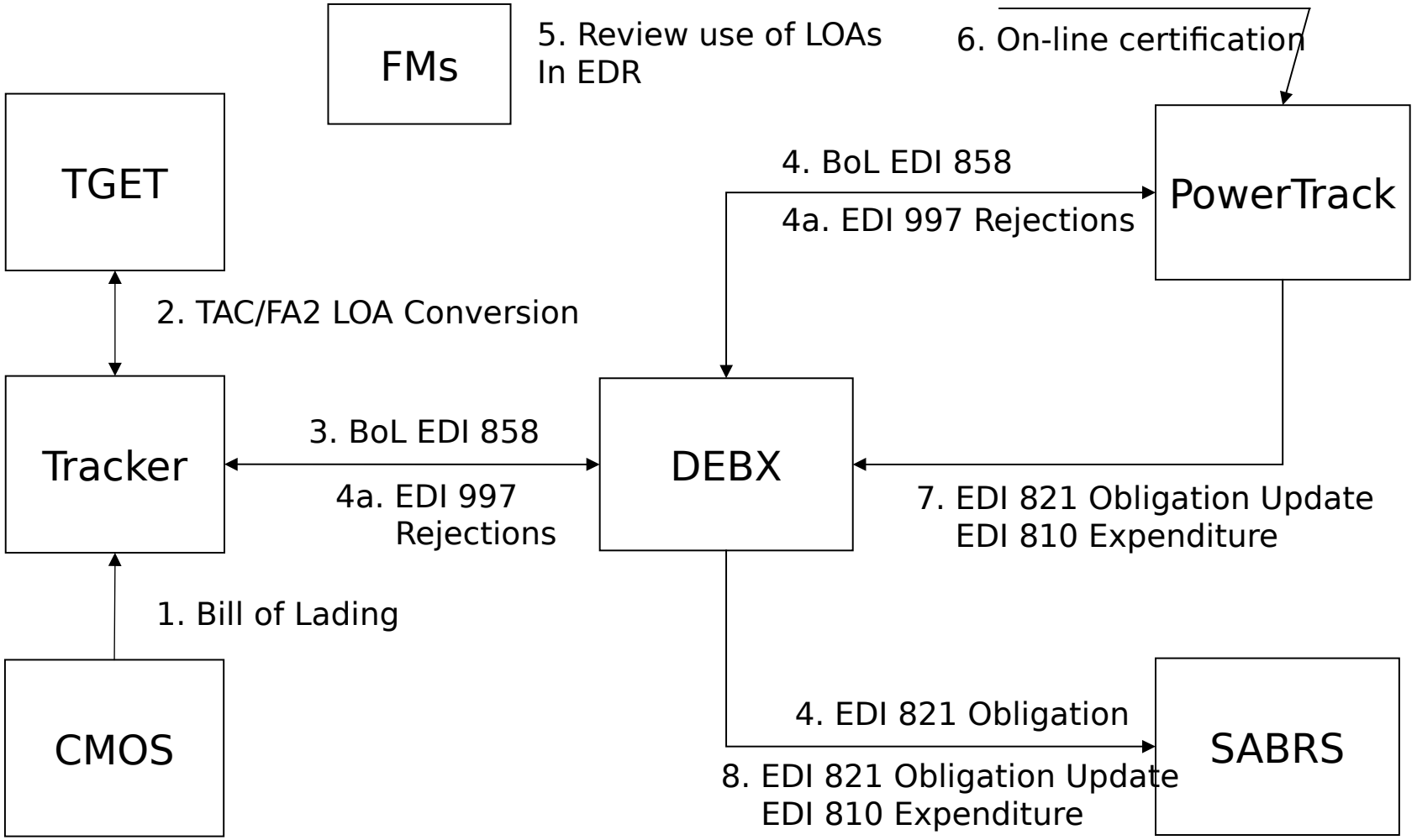
  - Comply with financial law, regulations, and policy

    - Use TGET (Transportation Global Edit Table) to validate segmented LOAs

    - Record obligations at time of occurrence via EDI feeds

  - Integrate financial and operational systems

PowerTrack/DFAS Auto CONOPS Flow Overview



Auto CONOPS

Update

- Rolled out to nine additional MC sites since October

(Pending evaluations of MCAS Iwakuni, MCRD San Diego, and MCRD P.I.)

- New Summary Invoice (SI) Certification Process

  - New USMC Chart of Accounts (COA) (all MC sites share)

  - Different processes for upload of MC and non-MC TACs/LOAs

  - Requires both manual and online certifications

Auto CONOPS

- Current Marine Corps Auto CONOPS S

–MCB Quantico	–MCAS Miramar
–MCB Camp Pendleton	–Blount Island Command
–MCB Camp Lejeune	–MARFORRES
–MAGTFTC 29 Palms	–MCAF Quantico
–MCAS Yuma	
–MCAS Beaufort	

- Must continue to engage MC FMs on Auto CONOPS, funds visibility, and auto obligation process

PowerTrack Summary Invoice (SI) Certification – Online

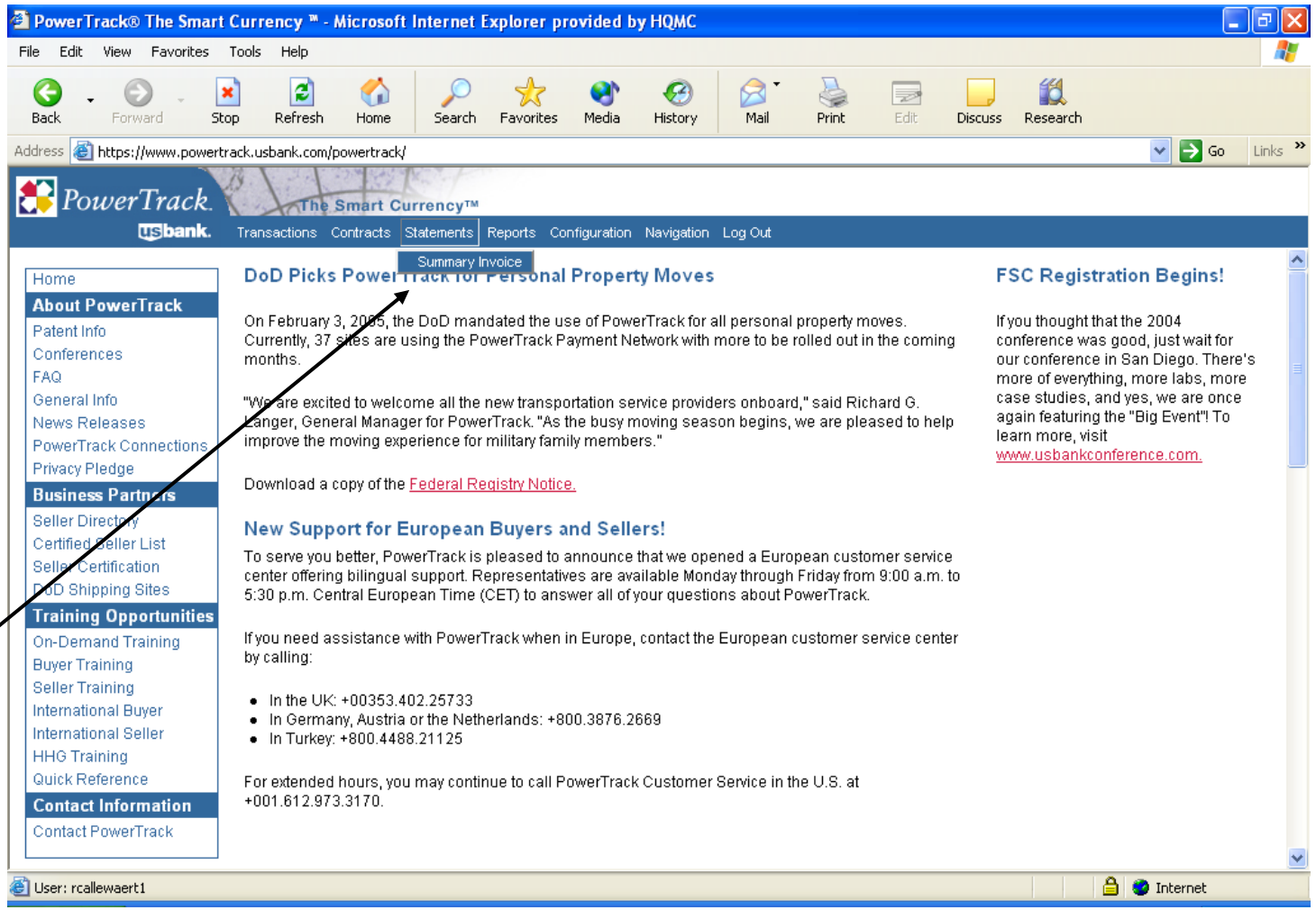
Online Certification

Usage Instructions (1 - 10):

1. Login to PowerTrack

2. Select **Statements** menu item

3. Select **Summary Invoice** menu item


PowerTrack® The Smart Currency ™ - Microsoft Internet Explorer provided by HQMC
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss Research
Address https://www.powertrack.usbank.com/powertrack/
Go Links
PowerTrack
The Smart Currency™
usbank.
Transactions Contracts Statements Reports Configuration Navigation Log Out
Summary Invoice
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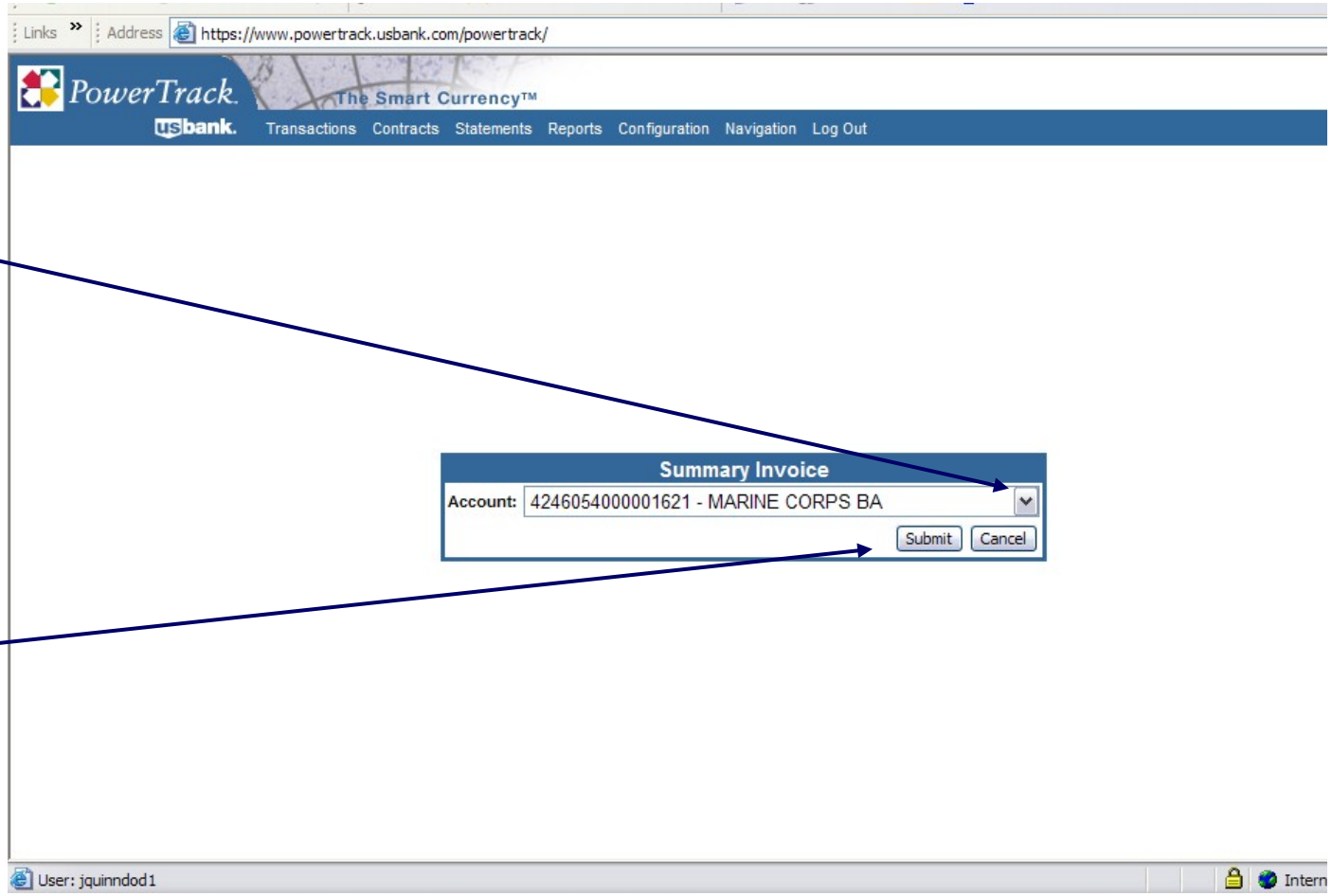
Seller Directory
Certified Seller List
Seller Certification
DoD Shipping Sites
Training Opportunities
On-Demand Training
Buyer Training
Seller Training
International Buyer
International Seller
HHG Training
Quick Reference
Contact Information
Contact PowerTrack
DoD Picks PowerTrack for Personal Property Moves
On February 3, 2005, the DoD mandated the use of PowerTrack for all personal property moves. Currently, 37 sites are using the PowerTrack Payment Network with more to be rolled out in the coming months.
"We are excited to welcome all the new transportation service providers onboard," said Richard G. Langer, General Manager for PowerTrack. "As the busy moving season begins, we are pleased to help improve the moving experience for military family members."
Download a copy of the Federal Registry Notice.
New Support for European Buyers and Sellers!
To serve you better, PowerTrack is pleased to announce that we opened a European customer service center offering bilingual support. Representatives are available Monday through Friday from 9:00 a.m. to 5:30 p.m. Central European Time (CET) to answer all of your questions about PowerTrack.
If you need assistance with PowerTrack when in Europe, contact the European customer service center by calling:
In the UK: +00353.402.25733
In Germany, Austria or the Netherlands: +800.3876.2669
In Turkey: +800.4488.21125
For extended hours, you may continue to call PowerTrack Customer Service in the U.S. at +001.612.973.3170.
FSC Registration Begins!
If you thought that the 2004 conference was good, just wait for our conference in San Diego. There's more of everything, more labs, more case studies, and yes, we are once again featuring the "Big Event"! To learn more, visit www.usbankconference.com.
User: rcallewaert1
Internet

PowerTrack Summary Invoice (SI) Certification – Online

4. The PowerTrack Account Number will populate automatically to the most current account selected based your user ID (if another account is desired – select the arrow in the drop down box to the right of the Account Number).

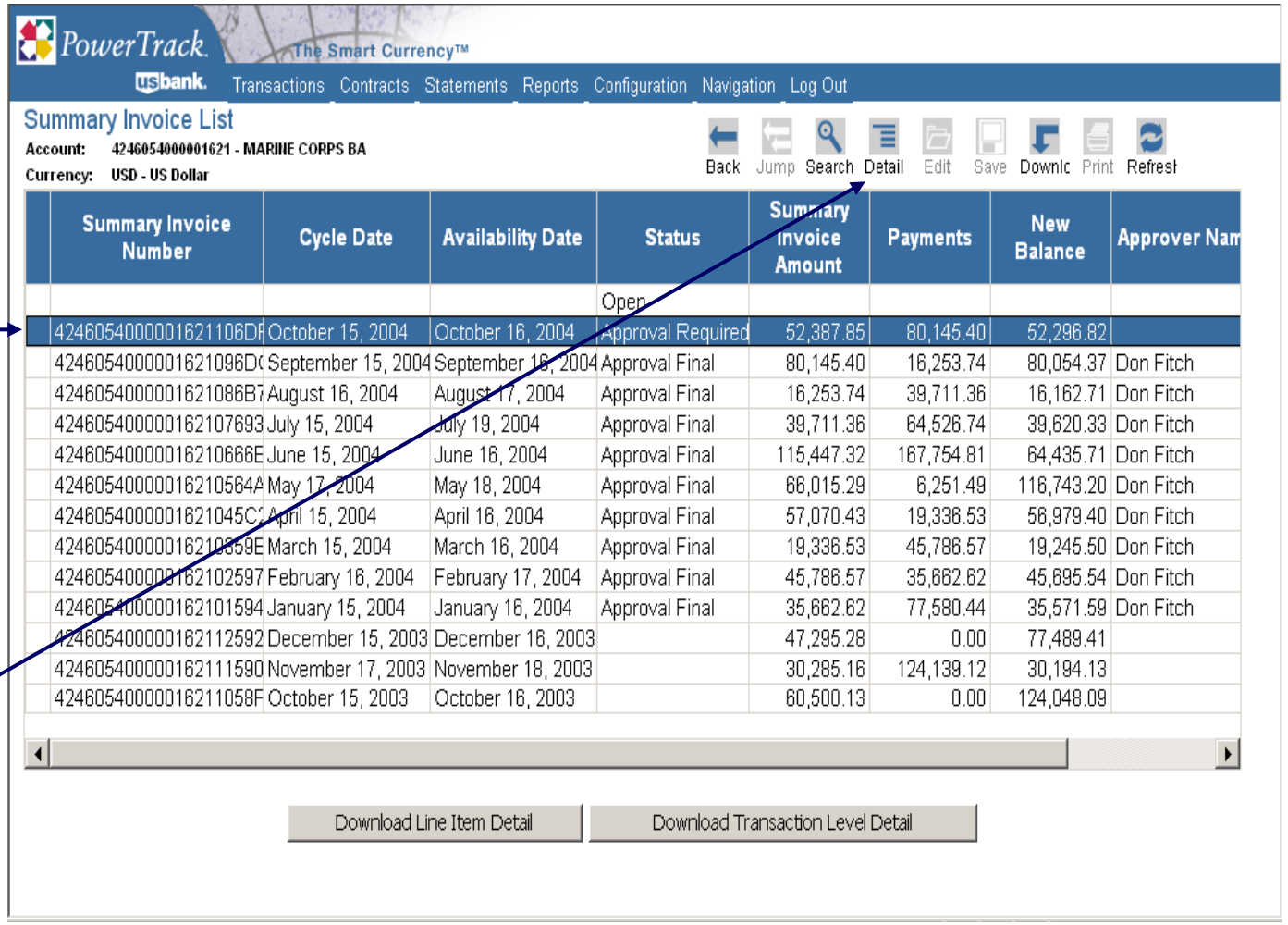
5. Click **'Submit'**



PowerTrack Summary Invoice (SI) Certification – Online

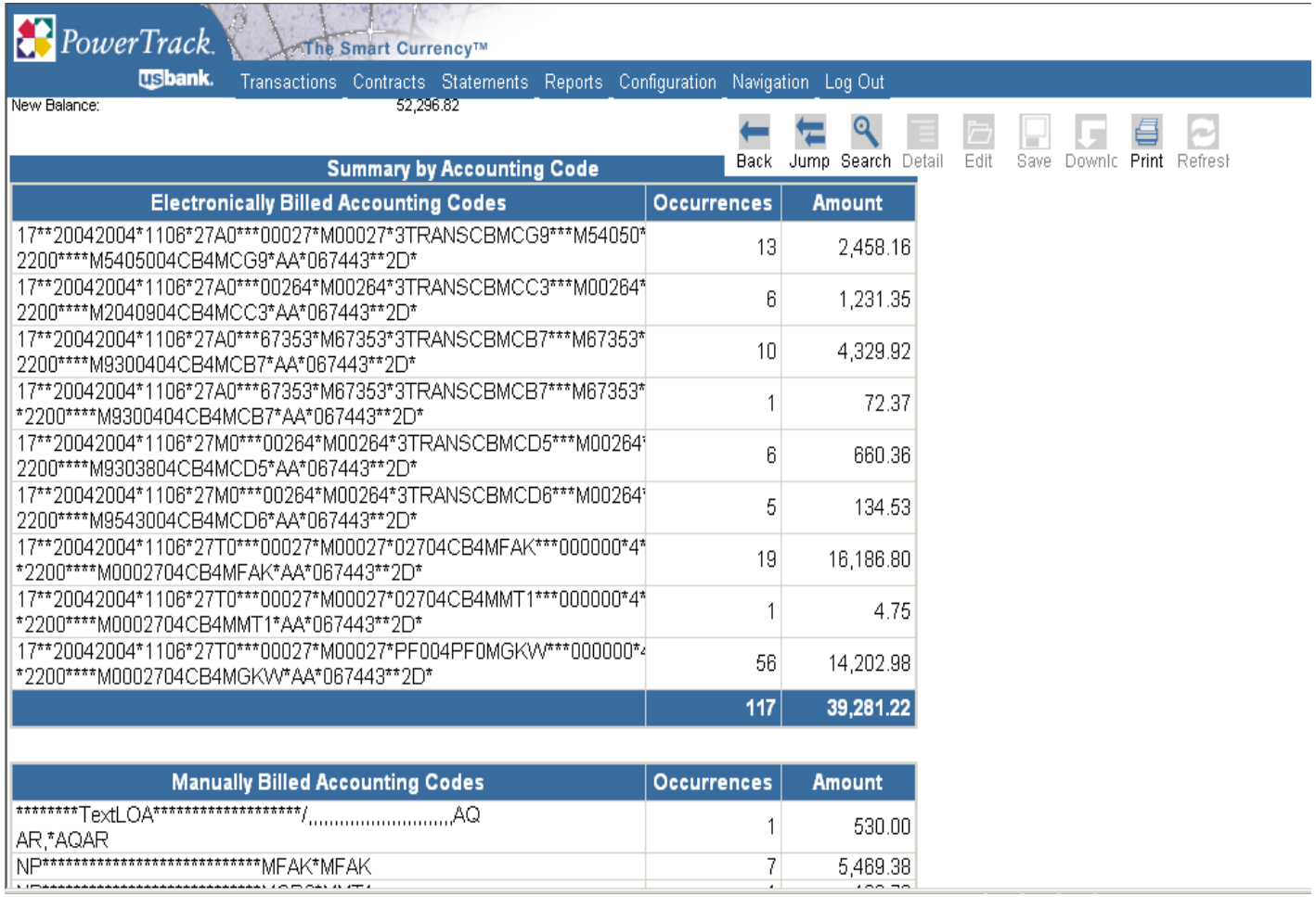
6. Select the Summary Invoice that requires certification **("Approval Required")** by clicking the Summary Invoice Number.

7. Click the detail button from the menu bar to view detail.


PowerTrack
The Smart Currency™
usbank.
Transactions Contracts Statements Reports Configuration Navigation Log Out
Summary Invoice List
Account: 4246054000001621 - MARINE CORPS BA
Currency: USD - US Dollar
Back Jump Search Detail Edit Save Downlc Print Refresl
Summary Invoice Number
Cycle Date
Availability Date
Status
Summary Invoice Amount
Payments
New Balance
Approver Nam
Open
4246054000001621106D October 15, 2004 October 16, 2004 Approval Required 52,387.85 80,145.40 52,296.82
4246054000001621096D September 15, 2004 September 16, 2004 Approval Final 80,145.40 16,253.74 80,054.37 Don Fitch
4246054000001621086B August 16, 2004 August 17, 2004 Approval Final 16,253.74 39,711.36 16,162.71 Don Fitch
4246054000001621076 93 July 15, 2004 July 19, 2004 Approval Final 39,711.36 64,526.74 39,620.33 Don Fitch
4246054000001621066E June 15, 2004 June 16, 2004 Approval Final 115,447.32 167,754.81 64,435.71 Don Fitch
4246054000001621056A May 17, 2004 May 18, 2004 Approval Final 66,015.29 6,251.49 116,743.20 Don Fitch
4246054000001621045C April 15, 2004 April 16, 2004 Approval Final 57,070.43 19,336.53 56,979.40 Don Fitch
4246054000001621035E March 15, 2004 March 16, 2004 Approval Final 19,336.53 45,786.57 19,245.50 Don Fitch
4246054000001621025 97 February 16, 2004 February 17, 2004 Approval Final 45,786.57 35,662.62 45,695.54 Don Fitch
4246054000001621015 94 January 15, 2004 January 16, 2004 Approval Final 35,662.62 77,580.44 35,571.59 Don Fitch
4246054000001621125 92 December 15, 2003 December 16, 2003 47,295.28 0.00 77,489.41
4246054000001621115 90 November 17, 2003 November 18, 2003 30,285.16 124,139.12 30,194.13
4246054000001621105 8F October 15, 2003 October 16, 2003 60,500.13 0.00 124,048.09
Download Line Item Detail
Download Transaction Level Detail

PowerTrack Summary Invoice (SI) Certification – Online

8. The detail view will show both electronically and manually billed Accounting Codes.



PowerTrack. The Smart Currency™

usbank. Transactions Contracts Statements Reports Configuration Navigation Log Out

New Balance: 52,296.82

Back Jump Search Detail Edit Save Downlc Print Refresh

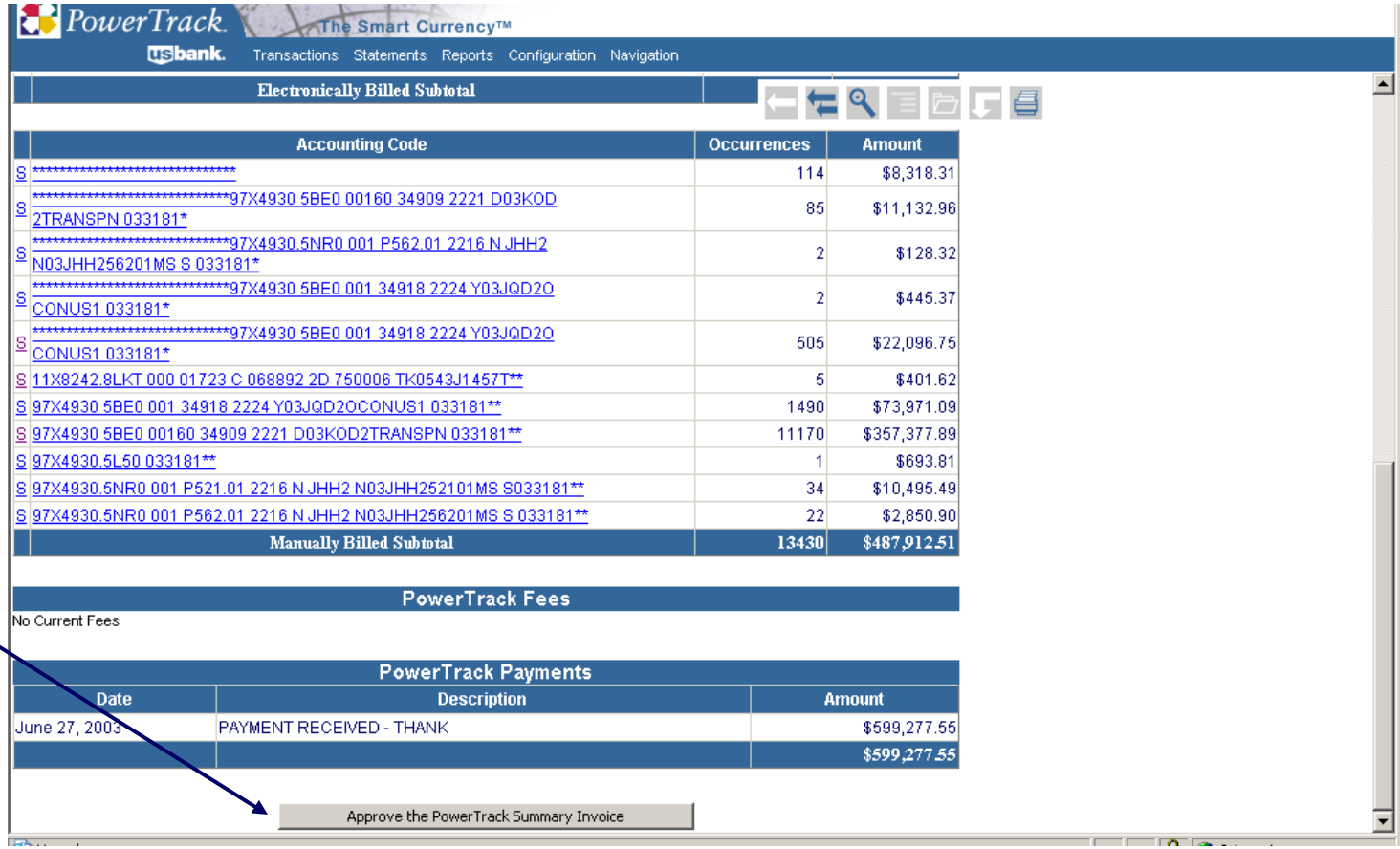
Summary by Accounting Code

Electronically Billed Accounting Codes	Occurrences	Amount
17**20042004*1106*27A0***00027*M00027*3TRANSCBMCG9***M54050* 2200****M5405004CB4MCG9*AA*067443**2D*	13	2,458.16
17**20042004*1106*27A0***00264*M00264*3TRANSCBMCC3***M00264* 2200****M2040904CB4MCC3*AA*067443**2D*	6	1,231.35
17**20042004*1106*27A0***67353*M67353*3TRANSCBMCB7***M67353* 2200****M9300404CB4MCB7*AA*067443**2D*	10	4,329.92
17**20042004*1106*27A0***67353*M67353*3TRANSCBMCB7***M67353* *2200****M9300404CB4MCB7*AA*067443**2D*	1	72.37
17**20042004*1106*27M0***00264*M00264*3TRANSCBMCD5***M00264* 2200****M9303804CB4MCD5*AA*067443**2D*	6	660.36
17**20042004*1106*27M0***00264*M00264*3TRANSCBMCD6***M00264* 2200****M9543004CB4MCD6*AA*067443**2D*	5	134.53
17**20042004*1106*27T0***00027*M00027*02704CB4MFAK***000000*4* *2200****M0002704CB4MFAK*AA*067443**2D*	19	16,186.80
17**20042004*1106*27T0***00027*M00027*02704CB4MMT1***000000*4* *2200****M0002704CB4MMT1*AA*067443**2D*	1	4.75
17**20042004*1106*27T0***00027*M00027*PF004PF0MGKW***000000*4 *2200****M0002704CB4MGKW*AA*067443**2D*	56	14,202.98
	117	39,281.22

Manually Billed Accounting Codes	Occurrences	Amount
********TextLOA**********/.....,AQ AR,*AQAR	1	530.00
NP**********MFAK*MFAK	7	5,469.38

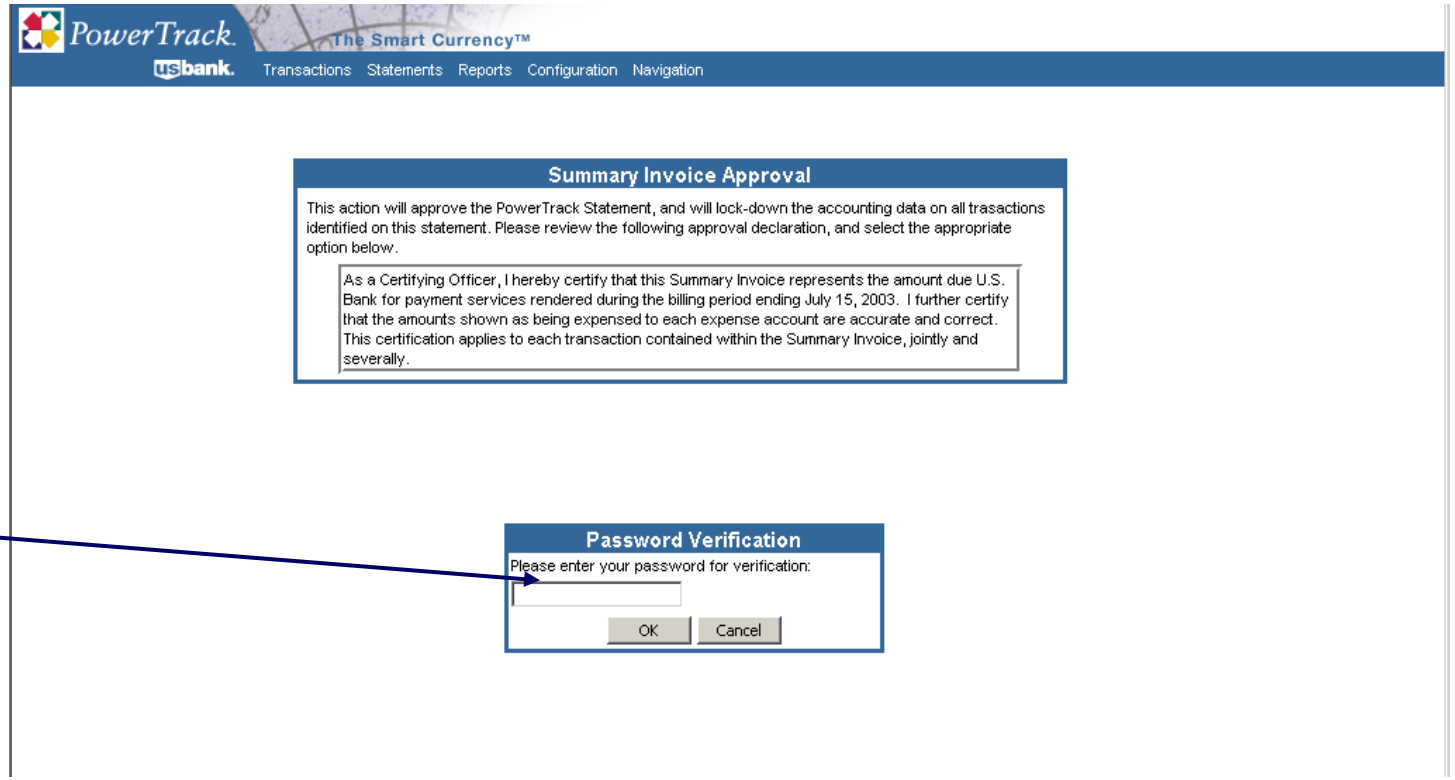
PowerTrack Summary Invoice (SI) Certification – Online

9. To certify the electronic portion of the Summary Invoice click the approve button at the bottom of the page.



PowerTrack Summary Invoice (SI) Certification – Online

10. Enter password and click “OK” to approve the Summary Invoice.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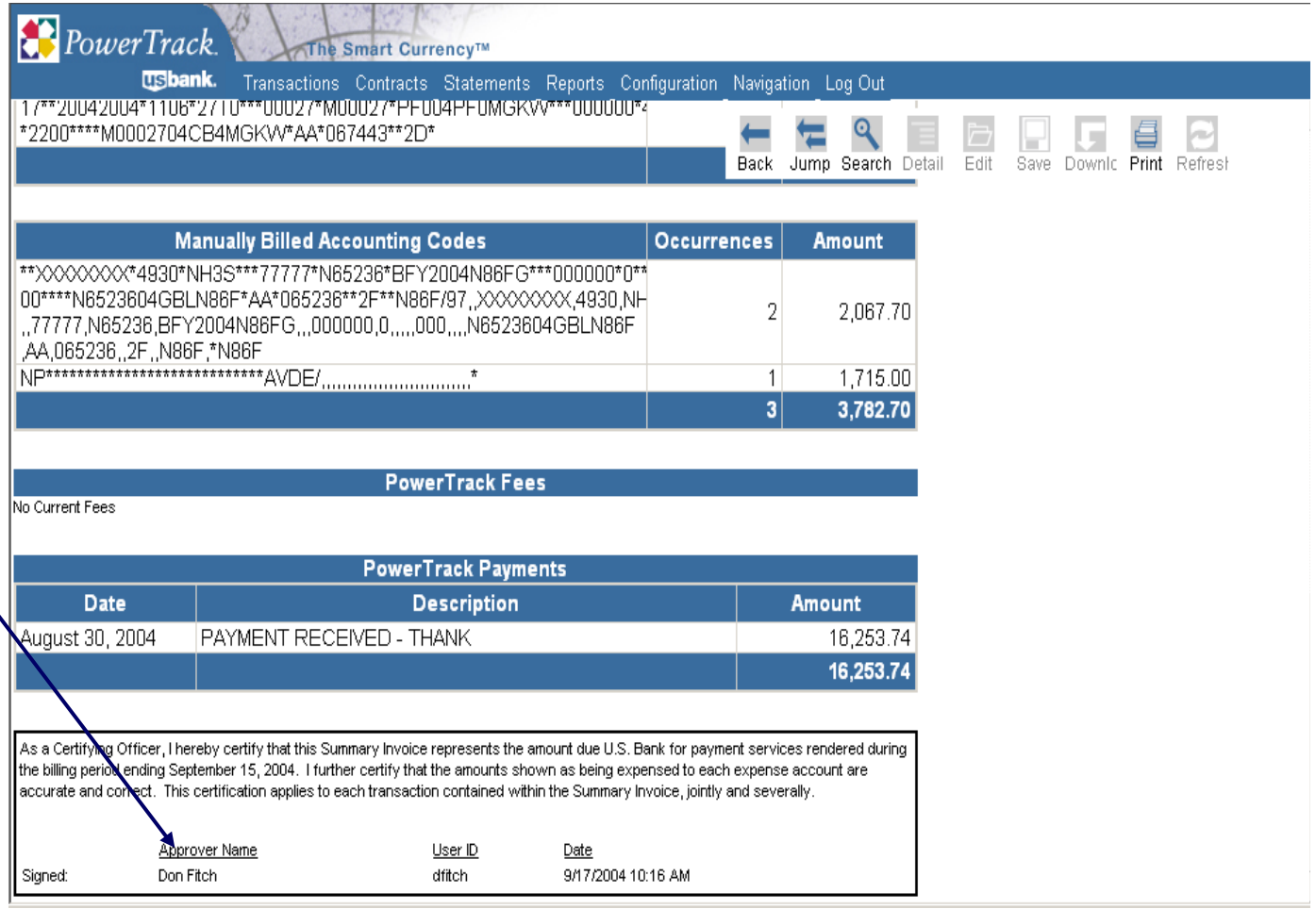
Statements
Reports
Configuration
Navigation
Summary Invoice Approval
This action will approve the PowerTrack Statement, and will lock-down the accounting data on all trasactions identified on this statement. Please review the following approval declaration, and select the appropriate option below.
As a Certifying Officer, I hereby certify that this Summary Invoice represents the amount due U.S. Bank for payment services rendered during the billing period ending July 15, 2003. I further certify that the amounts shown as being expensed to each expense account are accurate and correct. This certification applies to each transaction contained within the Summary Invoice, jointly and severally.
Password Verification
Please enter your password for verification:
OK
Cancel

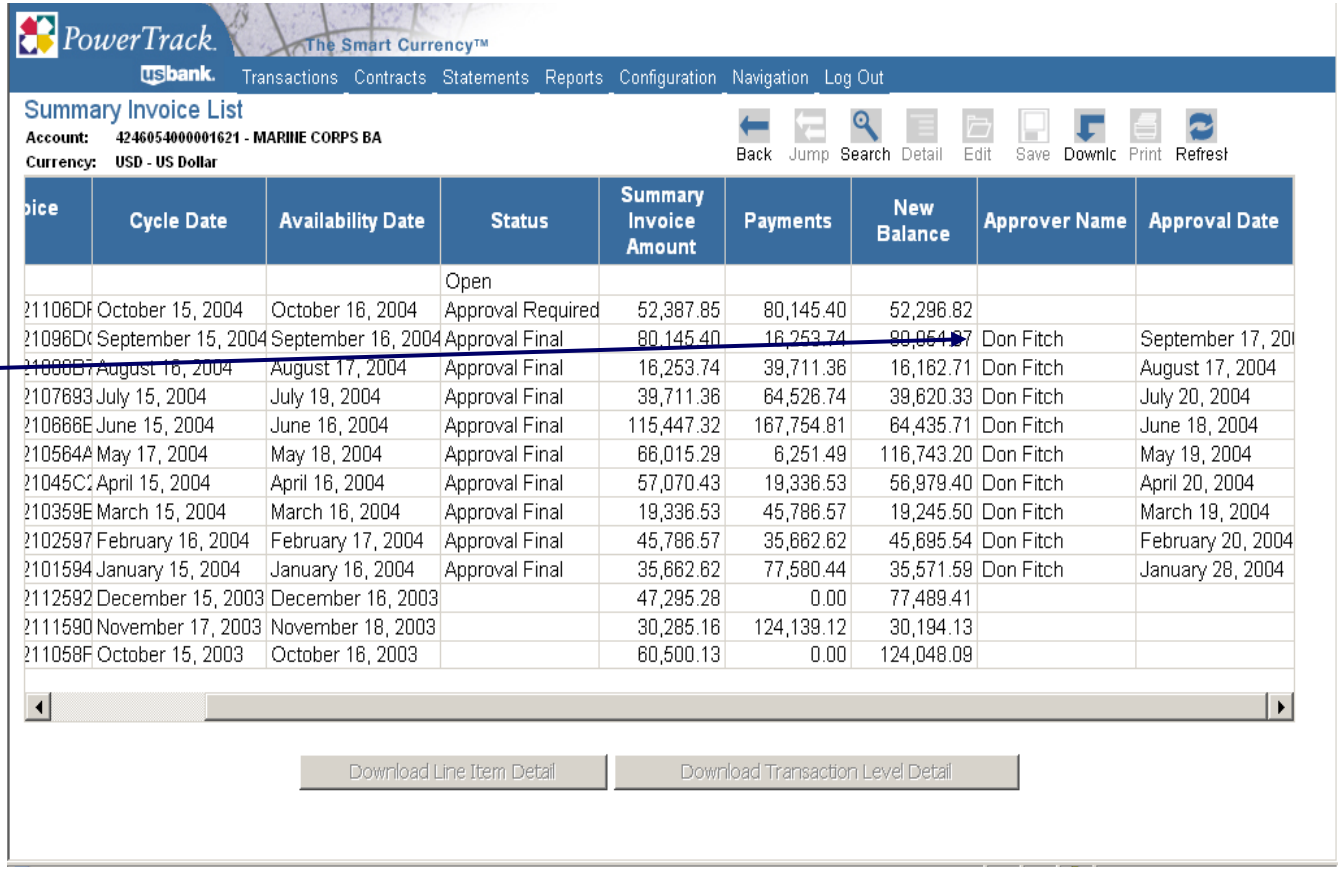
PowerTrack Summary Invoice (SI) Certification – Online

Once certified the Summary Invoice will include this box at the bottom of the page with approver name, user ID, and date.



PowerTrack Summary Invoice (SI) Certification – Online

View of Summary Invoices once certified with Certifying Officer name and date.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usbank.
Transactions Contracts Statements Reports Configuration Navigation Log Out
Summary Invoice List
Account: 4246054000001621 - MARINE CORPS BA
Currency: USD - US Dollar
Back Jump Search Detail Edit Save Downlc Print Refresh

ɔice	Cycle Date	Availability Date	Status	Summary Invoice Amount	Payments	New Balance	Approver Name	Approval Date
			Open					
21106DF	October 15, 2004	October 16, 2004	Approval Required	52,387.85	80,145.40	52,296.82		
21096D(	September 15, 2004	September 16, 2004	Approval Final	80,145.40	16,253.74	80,054.87	Don Fitch	September 17, 20
21088B7	August 16, 2004	August 17, 2004	Approval Final	16,253.74	39,711.36	16,162.71	Don Fitch	August 17, 2004
2107693	July 15, 2004	July 19, 2004	Approval Final	39,711.36	64,526.74	39,620.33	Don Fitch	July 20, 2004
210666E	June 15, 2004	June 16, 2004	Approval Final	115,447.32	167,754.81	64,435.71	Don Fitch	June 18, 2004
210564A	May 17, 2004	May 18, 2004	Approval Final	66,015.29	6,251.49	116,743.20	Don Fitch	May 19, 2004
21045C2	April 15, 2004	April 16, 2004	Approval Final	57,070.43	19,336.53	56,979.40	Don Fitch	April 20, 2004
210359E	March 15, 2004	March 16, 2004	Approval Final	19,336.53	45,786.57	19,245.50	Don Fitch	March 19, 2004
2102597	February 16, 2004	February 17, 2004	Approval Final	45,786.57	35,662.62	45,695.54	Don Fitch	February 20, 2004
2101594	January 15, 2004	January 16, 2004	Approval Final	35,662.62	77,580.44	35,571.59	Don Fitch	January 28, 2004
2112592	December 15, 2003	December 16, 2003		47,295.28	0.00	77,489.41		
2111590	November 17, 2003	November 18, 2003		30,285.16	124,139.12	30,194.13		
211058F	October 15, 2003	October 16, 2003		60,500.13	0.00	124,048.09		

Download Line Item Detail | Download Transaction Level Detail

PowerTrack Summary Invoice (SI) Certification – Manual

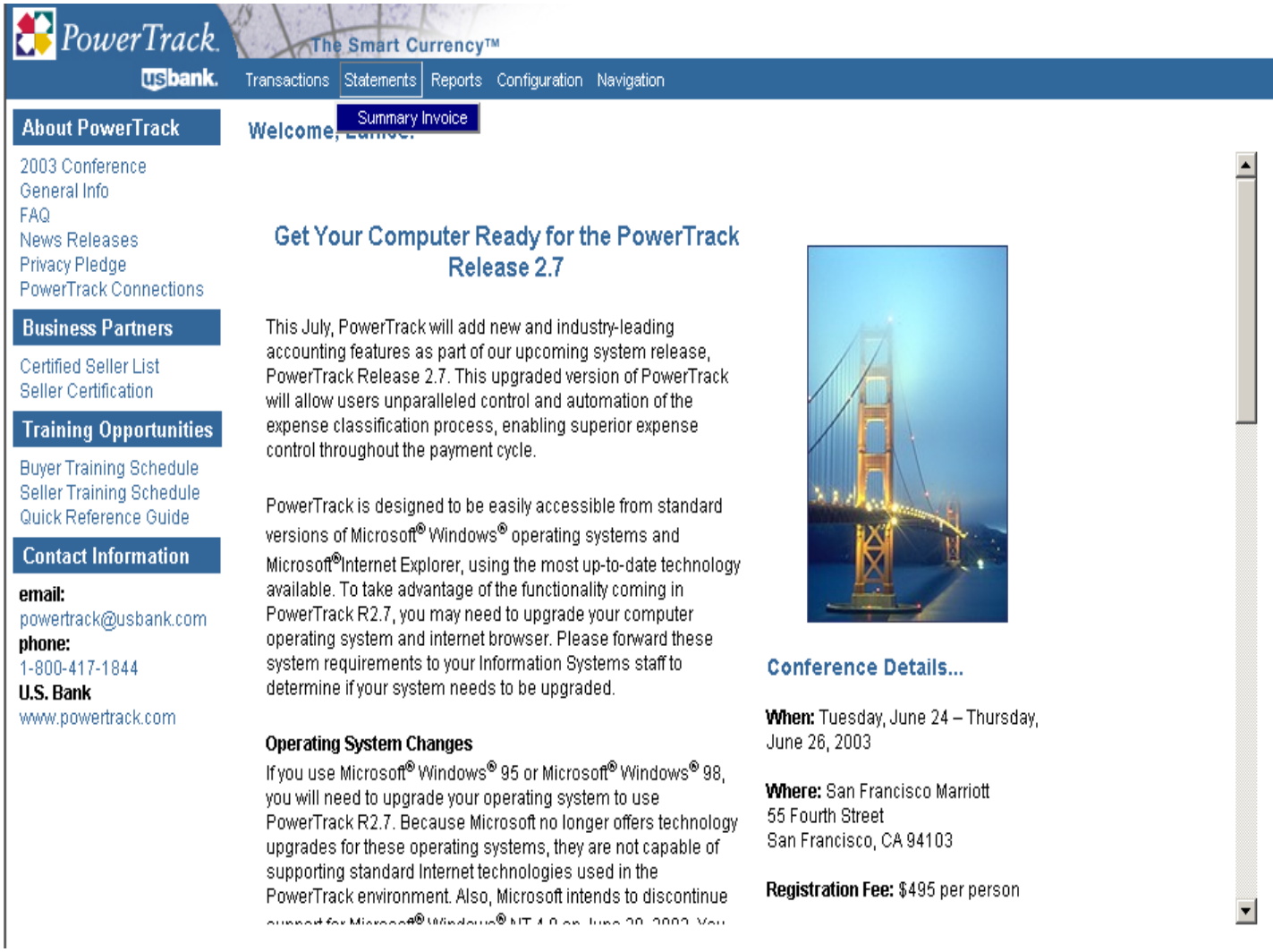
Manual Certification

Usage Instructions (1 - 11):

1. Login to PowerTrack

2. Select **Statements** menu item

3. Select **Summary Invoice** menu item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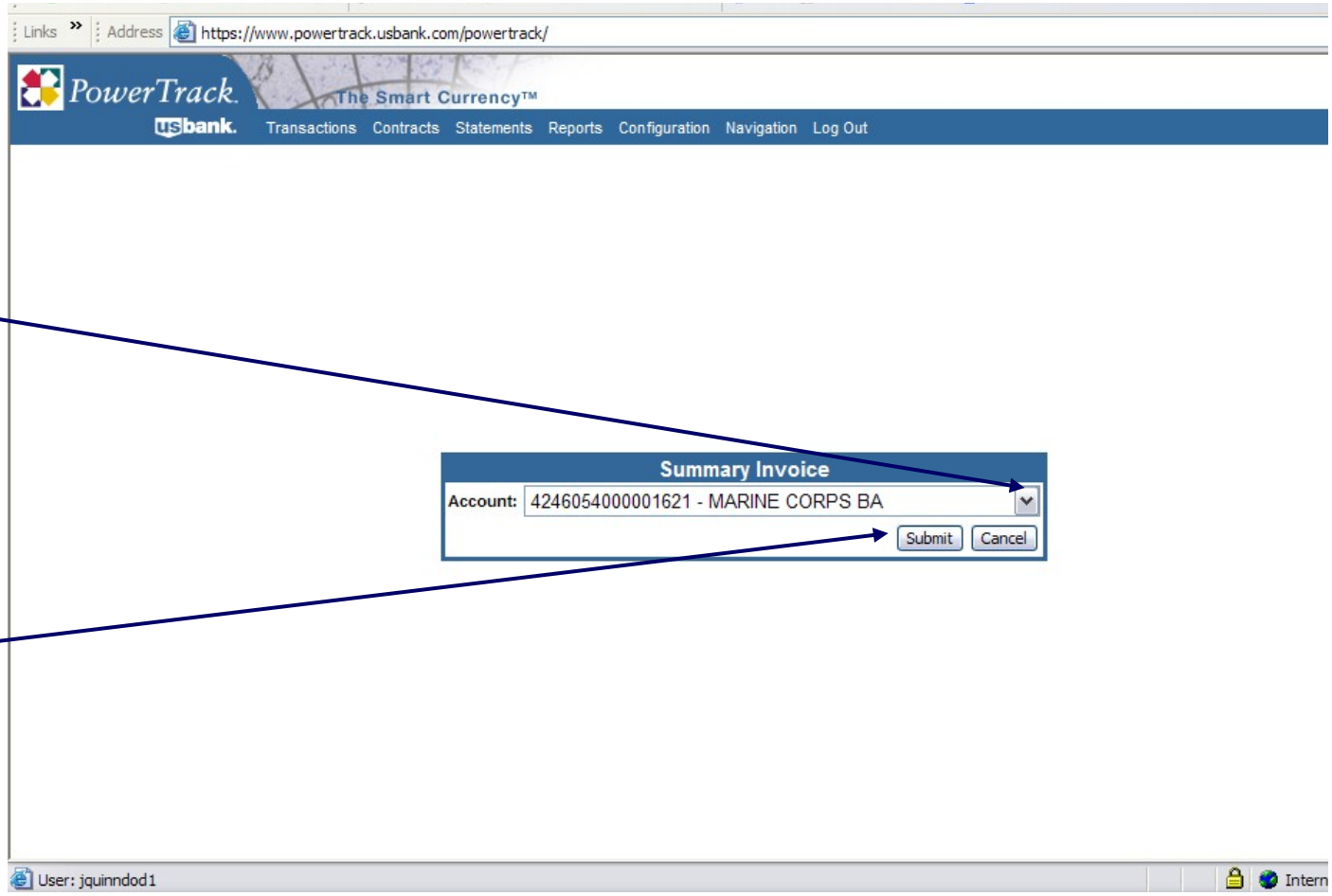
Seller Certification
Training Opportunities
Buyer Training Schedule
Seller Training Schedule
Quick Reference Guide
Contact Information
email:
powertrack@usbank.com
phone:
1-800-417-1844
U.S. Bank
www.powertrack.com
Welcome,
Get Your Computer Ready for the PowerTrack Release 2.7
This July, PowerTrack will add new and industry-leading accounting features as part of our upcoming system release, PowerTrack Release 2.7. This upgraded version of PowerTrack will allow users unparalleled control and automation of the expense classification process, enabling superior expense control throughout the payment cycle.
PowerTrack is designed to be easily accessible from standard versions of Microsoft® Windows® operating systems and Microsoft® Internet Explorer, using the most up-to-date technology available. To take advantage of the functionality coming in PowerTrack R2.7, you may need to upgrade your computer operating system and internet browser. Please forward these system requirements to your Information Systems staff to determine if your system needs to be upgraded.
Operating System Changes
If you use Microsoft® Windows® 95 or Microsoft® Windows® 98, you will need to upgrade your operating system to use PowerTrack R2.7. Because Microsoft no longer offers technology upgrades for these operating systems, they are not capable of supporting standard Internet technologies used in the PowerTrack environment. Also, Microsoft intends to discontinue
Conference Details...
When: Tuesday, June 24 – Thursday, June 26, 2003
Where: San Francisco Marriott
55 Fourth Street
San Francisco, CA 94103
Registration Fee: $495 per person

PowerTrack Summary Invoice (SI) Certification – Manual

4. The PowerTrack Account Number will populate automatically to the most current account selected based your user ID (if another account is desired – select the arrow in the drop down box to the right of the Account Number).

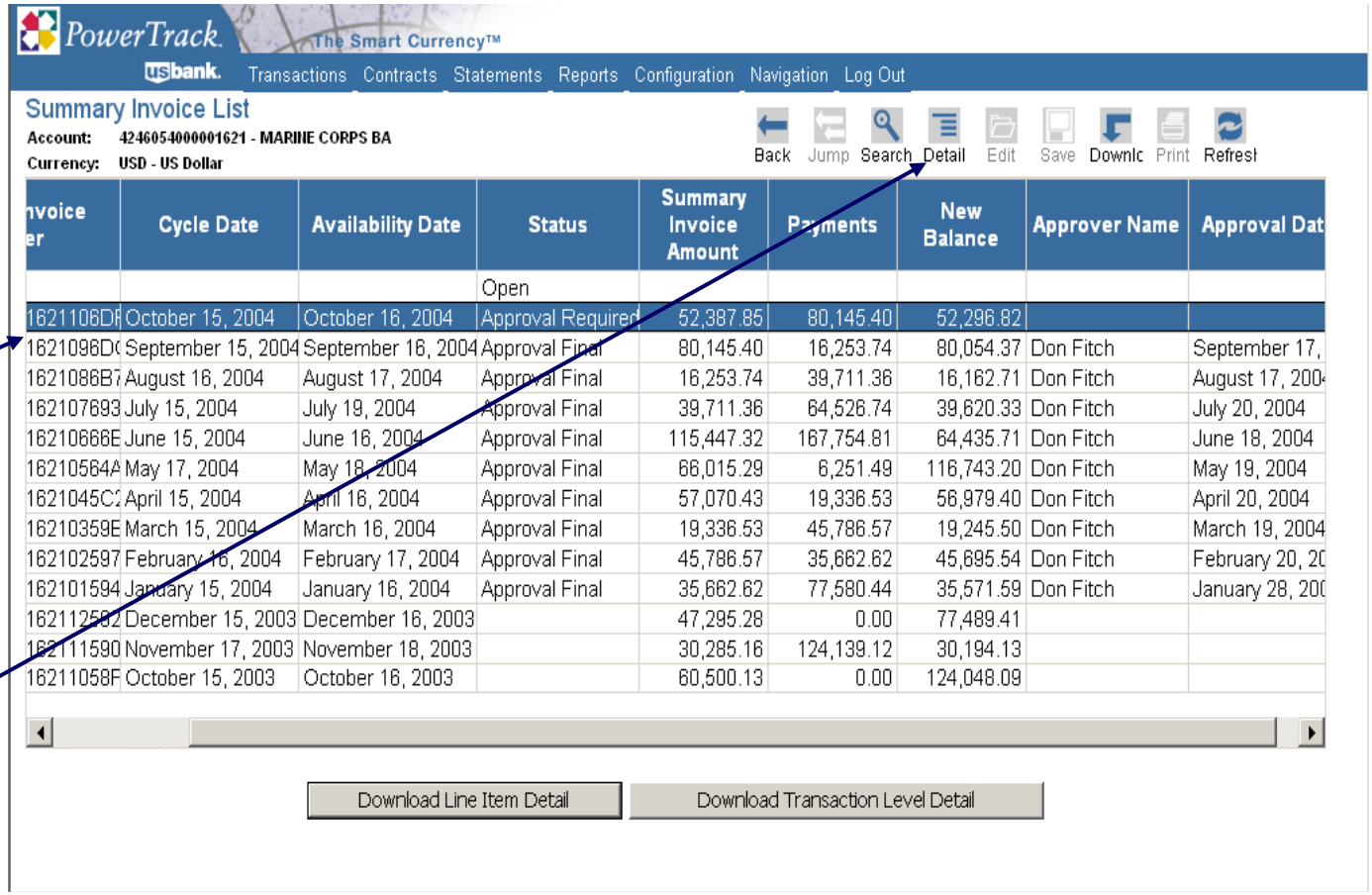
5. Click **'Submit'**



PowerTrack Summary Invoice (SI) Certification – Manual

6. Select the Summary Invoice that requires certification **("Approval Required")** by clicking the Summary Invoice Number.

7. Click the detail button from the menu bar to view detail


PowerTrack
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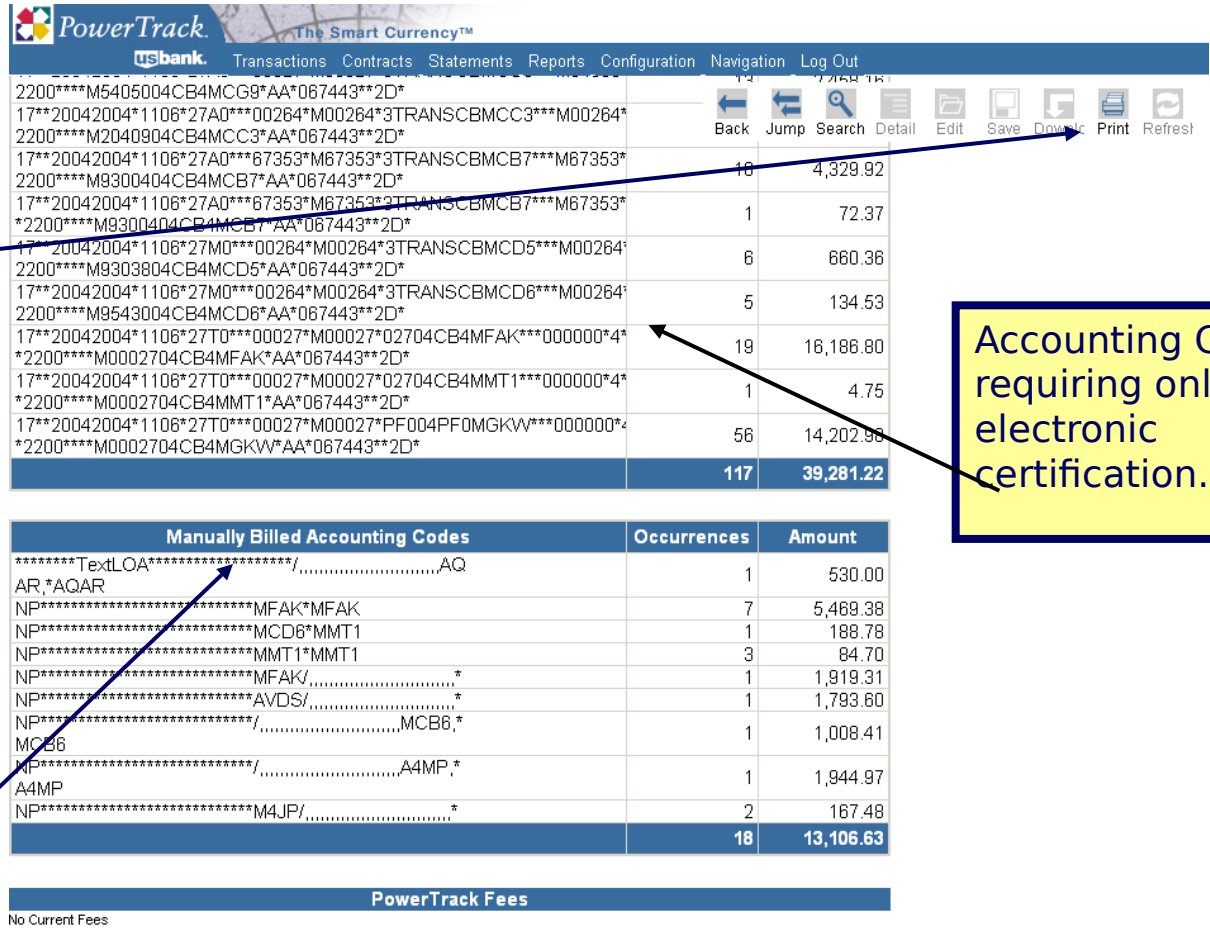
usbank
Transactions Contracts Statements Reports Configuration Navigation Log Out
Summary Invoice List
Account: 4246054000001621 - MARINE CORPS BA
Currency: USD - US Dollar
Back Jump Search Detail Edit Save Downlc Print Refresl
Download Line Item Detail
Download Transaction Level Detail

Invoice Number	Cycle Date	Availability Date	Status	Summary Invoice Amount	Payments	New Balance	Approver Name	Approval Dat
			Open					
1621106DF	October 15, 2004	October 16, 2004	Approval Required	52,387.85	80,145.40	52,296.82		
1621096D0	September 15, 2004	September 16, 2004	Approval Final	80,145.40	16,253.74	80,054.37	Don Fitch	September 17,
1621086B7	August 16, 2004	August 17, 2004	Approval Final	16,253.74	39,711.36	16,162.71	Don Fitch	August 17, 200
162107693	July 15, 2004	July 19, 2004	Approval Final	39,711.36	64,526.74	39,620.33	Don Fitch	July 20, 2004
16210666E	June 15, 2004	June 16, 2004	Approval Final	115,447.32	167,754.81	64,435.71	Don Fitch	June 18, 2004
16210564A	May 17, 2004	May 18, 2004	Approval Final	66,015.29	6,251.49	116,743.20	Don Fitch	May 19, 2004
1621045C2	April 15, 2004	April 16, 2004	Approval Final	57,070.43	19,336.53	56,979.40	Don Fitch	April 20, 2004
16210359E	March 15, 2004	March 16, 2004	Approval Final	19,336.53	45,786.57	19,245.50	Don Fitch	March 19, 2004
162102597	February 16, 2004	February 17, 2004	Approval Final	45,786.57	35,662.62	45,695.54	Don Fitch	February 20, 20
162101594	January 15, 2004	January 16, 2004	Approval Final	35,662.62	77,580.44	35,571.59	Don Fitch	January 28, 200
162112582	December 15, 2003	December 16, 2003		47,295.28	0.00	77,489.41		
162111590	November 17, 2003	November 18, 2003		30,285.16	124,139.12	30,194.13		
16211058F	October 15, 2003	October 16, 2003		60,500.13	0.00	124,048.09		

PowerTrack Summary Invoice (SI) Certification – Manual

8. Click the print button to print the Summary Invoice for manual certification and signature.



Accounting Codes requiring online / electronic certification.

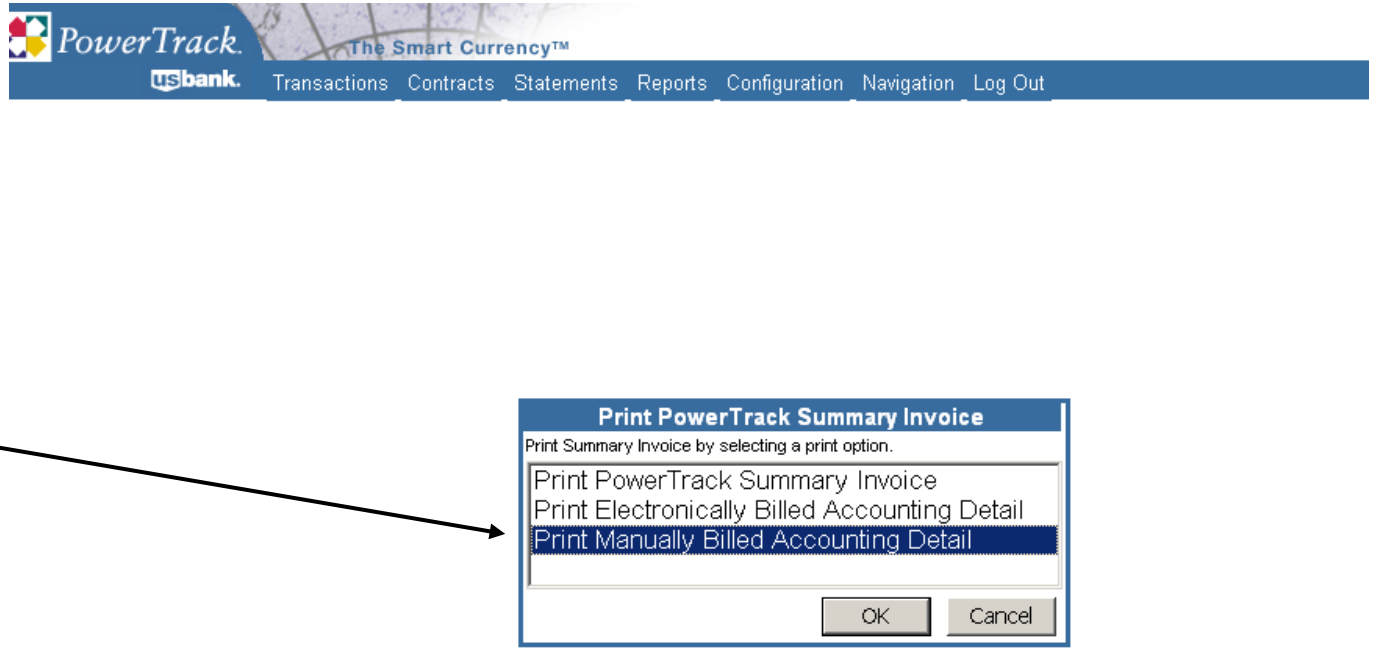
Accounting Codes requiring manual certification.

PowerTrack Summary Invoice (SI) Certification – Manual

9. Select **"Print Manually Billed Accounting Detail"** print option / view and click OK. It is **very important** that the CO only certifies the manually billed detail on the paper copy of the invoice to avoid duplicate payments by DFAS.

10. Sign the Manual Section of the Summary Invoice to Certify.

11. Mail the certified manual portion of the Summary Invoice to DFAS Commercial Pay.



NOTE: After selecting OK a warning box will appear indicating "This page is best printed using landscape" – Select OK

System Helpdesk/POC Info

- CMOS Help
  - General system problems
    - FAB
      - (334) 416-5771
      - ssg.swcd.ceds@gunter.af.mil
  - Missing transactions in CMOS
    - Mr. Gordon Allbritton
      - DSN 596-2067
      - gordon.allbritton@gunter.af.mil
- SABRS Help
  - sabrshelp@hqmc.usmc.mil
    - CWO5 Janet Bernhardt
    - Jarret Kuhfahl
    - Gail Riveria
    - Mindy Yurkonis
    - William Culp
- Tracker Help
  - Duty Hours (EDT)
    - DSN 787-6883
    - (937) 257-6883
- DAASC
  - Ms. Jennifer Taulbee
    - Jennifer.Taulbee@dla.mil
  - Ms. Julie Kampman
    - jkampman@daas.dla.mil
- PowerTrack
  - Helpdesk
    - (800) 417-1844
    - powertrack@usbank.com

HQMC Points of Contact

- Functional Transportation Policy
  - Mr. Torre Peterson
  - LPC-3
  - (703) 695-7930
  - petersonTA@hqmc.usmc.mil
- Functional Financial Policy
  - CWO Tony Brochu
  - RFA
  - (703) 614-1954
  - BrochuTA@hqmc.usmc.mil
- PowerTrack User Account/General Setup
  - Mr. Rod Callewaert
  - IBM
  - (703) 695-7930
  - callewaertR@hqmc.usmc.mil
  - powertrack2@hqmc.usmc.mil
- Technical Issue
  - Mr. Rich Morrow
  - LPC-3
  - (703) 695-7930
  - morrowRJ@hqmc.usmc.mil